



# Congressman Ted Poe

## Privacy Authorization Form

What Federal Agency are you having a problem with? \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Claim #: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please thoroughly describe in the space below (You may use the following lined page if needed) the nature of your problem involving a Federal Agency or Department. Include details about the current status of your concern, as well as the specific outcome you are seeking. Please **DO NOT TYPE** any information on this form, **only** those written by hand will be accepted.

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Due to the Privacy act of 1974 (Public Law 93-579), Federal Government Agencies are prohibited from releasing any information without a person's written consent; your signature authorizes Congressman Ted Poe, or a member of his staff, to contact the proper officials on your behalf.\*\*

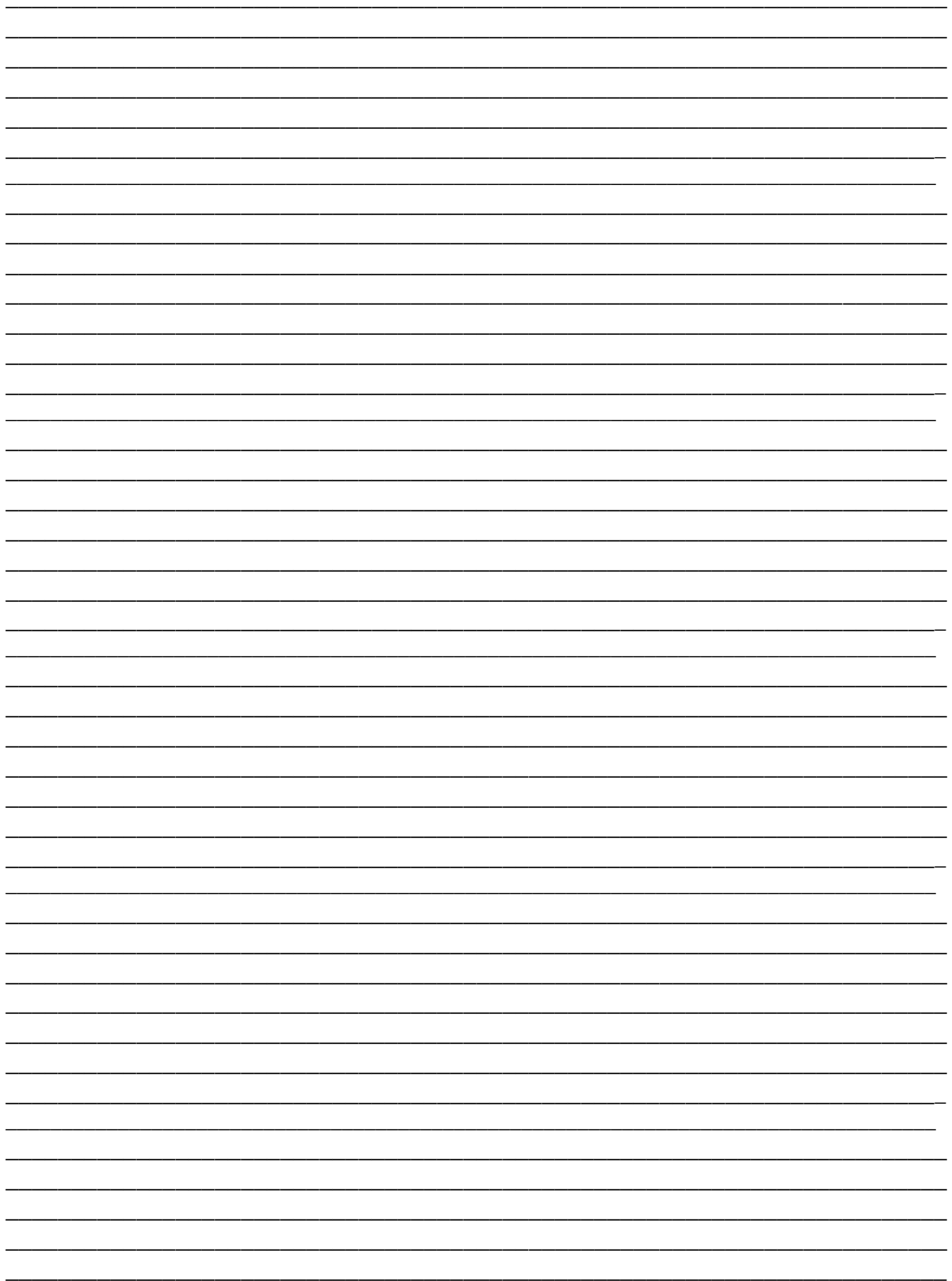
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **E-MAIL, FAX, or DROP-Off** this form and relevant documentation to one of the district offices listed below. After sending your form please contact my caseworkers to confirm they have received your information. **Due to security concerns mailed forms will no longer be accepted in my district offices.**

■ U.S. Representative Judge Ted Poe  
Eastern District Office  
Kingwood, Texas  
Office: 281-446-0242  
Fax: 281-446-0252  
[Amy.Harrison@mail.house.gov](mailto:Amy.Harrison@mail.house.gov)

□ U.S. Representative Judge Ted Poe  
Western District Office  
Houston, Texas  
Office: 713-681-8763  
Fax: 713-681-1150  
[Amy.Harrison@mail.house.gov](mailto:Amy.Harrison@mail.house.gov)

**\*\*Please note that while I strive to assist my constituents, completing this form does not guarantee that my office will be able to assist you if your concern does not fall under the jurisdiction of the federal government.**



# Frequently Asked Questions:

**Q: Once you receive my Privacy Authorization Form what happens next?**

**A:** When my caseworkers, receive your form they will submit your inquiry to the appropriate agency. Receiving this initial response can take an average of 30 – 90 days. When my office gets an answer from the agency about your case *we will contact you* at that time with a response.

**Q: Are there certain issues you cannot help me with?**

**A:** I cannot assist with or intercede in any matter *before any court*, including one involving a criminal charge. Issues with private companies such as your cable provider, Credit Card Company or your mortgage company are also outside of my jurisdiction. Also, I cannot intercede in any City, County or Municipal Government or State Issue. (Examples of these include, but are not limited to, food stamps, road repairs, child support payments and probation.)

**Q: Why is it important for you to have two forms of Identification along with my Privacy Authorization Form?**

**A:** This is important because it ensures that you are the person requesting assistance and not an unauthorized third party. Since most of the assistance provided by my Caseworkers is of a sensitive nature; providing two forms of I.D. helps my office to eliminate the possibility of fraud.

**Q: Someone I know is having a problem; can I request your assistance on their behalf?**

**A:** Unfortunately, I cannot initiate an inquiry with a federal agency without the primary party's consent. The person having the problem must be the one to initiate contact with my office, as well as fill out the Privacy Authorization Form. Additionally, Power of Attorney is not recognized by federal agencies, as it is granted by the State of Texas and not the federal government.

**Q: I live outside of your district but I want your office to assist me, can you still help me?**

**A:** Although I appreciate you contacting my office with your concerns, in the tradition of congressional courtesy I can only assist residents of my district. My office would be happy to forward your inquiry to your representative if requested. If you have already contacted your Congressional Representative and are not satisfied with the response, you can contact your Senators, John Cornyn and Ted Cruz, who represent the entire State of Texas.

**Q: My issue does not involve a Personal Situation. I would, however, like to suggest legislative changes which I feel would be beneficial; how do I do that?**

**A:** This form is for casework with my district offices only. If you would like to speak to someone regarding legislation or a change in current laws, you can contact my Washington D.C. office toll free 1-866-425-6565.

# Checklist

Before you return your Privacy Authorization form to either of my District Office's please ensure that you have completed the following:

☐ I have signed and filled out all of the sections on the Privacy Authorization Form.

☐ I have written BY HAND an explanation of my issue on the provided Privacy Authorization Form. Information that has been Typed into this form and Printed will not be accepted.

☐ I have included copies of two types of Identification.

☐ I have read over the FAQ section of the Privacy Authorization Form.

☐ I have included documentation which I feel is relevant to my case (when appropriate).